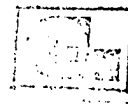


General
Services
Administration

Washington, DC 20405

DD/A Registry
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JAN 18 1983

Mr. Harry E. Fitzwater
Deputy Director of Administration
Central Intelligence Agency
Washington, DC 20505

Dear Mr. Fitzwater:

I wrote you in November last year informing you of an initiative at General Services Administration (GSA) to study the Government-wide real property reporting system and invited you to send representatives to participate on an AD HOC committee. Let me take this opportunity to thank you for your ongoing participation.

Because of recent Presidential initiatives for space utilization and property disposal, we have had to accelerate our efforts to revise GSA's annual real property reporting system.

Several important changes in reporting requirements have been requested. We would like to present these changes to affected agencies. Accordingly, we have scheduled a meeting for January 25, 1983, to explain these changes and to solicit your comments and reactions to the proposed changes. The meeting will be held at 9:00 a.m. in room 5141-A of the GSA building at 18th & F Sts., N.W., Washington, D.C.

If you need to contact GSA regarding this meeting you may call Mr. Norman Richards on 786-0133.

Sincerely,

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